

## **WARREN COUNTY BOARD OF SUPERVISORS**

COMMITTEE: **PERSONNEL/HUMAN RESOURCES**

DATE: **DECEMBER 12, 2007**

### **Committee Members Present:**

Supervisors Gabriels  
Kenny  
Haskell  
Belden  
Stec  
F. Thomas  
Sokol

### **Others Present:**

Hal Payne, Commissioner of Administrative  
and Fiscal Services  
Joan Sady, Clerk of the Board  
Paul Dusek, County Attorney  
Supervisor Caimano  
Supervisor Geraghty  
Supervisor VanNess  
Rich Kelly, Personnel Officer  
Pat Auer, Director, Health Services  
Todd Lunt, Director, Human Resources  
Larry Cleveland, Sheriff  
John Wappett, Public Defender  
Robert Phelps, Commissioner, Dept. Of  
Social Services (DSS)  
Doug Herschleb, Director of Services (DSS)  
William Lamy, Superintendent, DPW  
Julie Pacyna, Purchasing Agent  
Frank Morehouse, Superintendent of  
Buildings  
Nicole Livingston, Deputy Clerk

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Mr. Gabriels called the Personnel/Human Resources Committee meeting to order at 9:00 a.m.

Motion was made by Mr. Belden, seconded by Mr. Kenny and carried unanimously to approve the minutes of the November 7, 2007 Committee meeting, subject to correction by the Clerk.

Copies of the Personnel/Human Resources Agenda were provided to the Committee members, and a copy of same is on file with the minutes.

Commencing the Agenda review, Mr. Gabriels stated Item 1 was a referral from the Criminal Justice Committee, Public Defender, requesting to fill the vacant position of 3<sup>rd</sup> Assistant Public Defender, base salary of \$46,948, Employee No. 11051, due to resignation, effective January 4, 2008. However, he said, subsequent to the Criminal Justice Committee meeting, John Wappett, Public Defender, had advised he was withdrawing the request because the individual has decided to remain in the position; therefore no action was necessary on behalf of the Personnel/Human Resources Committee.

Mr. Gabriels advised Items 2A through C were referrals from the DPW Committee. He noted Item 2A was a request to fill the vacant position of Senior Account Clerk, base salary of \$27,085, Grade 7, Employee No. 539, due to retirement.

Motion was made by Mr. Belden, seconded by Mr. Kenny and carried unanimously to approve Item 2A as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Gabriels added Item 2B was a request to fill the vacant position of MEO (Motor Equipment Operator) Light #26, base salary of \$24,601, Grade 5, Employee No. 10889, due to promotion and Item 2C was a request to fill the vacant position of MEO (Motor Equipment Operator) Light #13, base salary of \$24,601, Grade 5, Employee No. 11378, due to promotion.

Motion was made by Mr. Belden and seconded by Mr. F. Thomas to approve the requests as presented.

Mr. Belden advised that these two positions would not be filled in January and that William Lamy, Superintendent of DPW, would try to wait until the spring of 2008 to fill them. Mr. Lamy confirmed Mr. Belden's statement and added that the staffing for the upcoming snow and ice season should be adequate. He said he would need to fill the positions as the Department entered into the construction season. He noted that these positions were entry level operator positions and currently, there was no one on staff that was qualified to fill these positions.

Following discussions, Mr. Gabriels called the question and the motion was carried unanimously to approve Items 2B and C as outlined above. Copies of the Notices of Intent to Fill Vacant Positions are on file with the minutes.

Mr. Gabriels apprised Items 3A through C were referrals from the Health Services Committee. Item 3A, he said, was a request to create the position of Clinical and Fiscal Information Coordinator, base salary of \$57,975, effective January 1, 2008 and to delete the position of Senior Clerk, base salary of \$23,645; thereby amending the Department's Table of Organization.

Motion was made by Mr. F. Thomas and seconded by Mr. Sokol to approve the request as presented.

Mr. Belden asked if this position was included in the 2008 budget; and Hal Payne, Commissioner of Administrative & Fiscal Services, confirmed that the position had been included in the 2008 budget.

Mr. Gabriels called the question and the motion was carried unanimously to approve Item 3A as outlined above and the necessary resolution was authorized for the January 3, 2008 Organization Meeting.

Continuing, Mr. Gabriels added Item 3B was a request to fill the vacant position of WIC (Women, Infant & Children) Program Aide, part-time prorated salary of \$11,494, due to resignation.

Motion was made by Mr. Stec, seconded by Mr. Kenny and carried unanimously to approve Item 3B as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Gabriels stated Item 3C was a request to set Per Diem hourly rates for nurses to reflect the 3.5% salary increases in the newly adopted 4-year CSEA Contract, effective January 1, 2008 through December 31, 2011.

Motion was made by Mr. Belden, seconded by Mr. F. Thomas and carried unanimously to approve Item 3C as outlined above and the necessary resolution was authorized for the January 3, 2008 Organization Meeting.

Mr. Gabriels expounded Items 4A through C were referrals from the Social Services Committee, and he listed them as follows:

- A) Creating the position of Caseworker, base salary of \$33,590, Grade 14, effective January 1, 2008; thereby amending the Department's Table of Organization;
- B) Creating the position of Caseworker, base salary of \$33,590, Grade 14, effective January 1, 2008; thereby amending the Department's Table of Organization; and
- C) Creating the position of Senior Caseworker, base salary of \$34,564, Grade 15, effective January 1, 2008; thereby amending the Department's Table of Organization.

Motion was made by Mr. F. Thomas and seconded by Mr. Kenny to approve Items 4A through C as presented.

Mr. Belden questioned if the creation of these positions were included in the 2008 budget and Mr. Payne replied in the negative. Mr. Belden asked if this was not a budget item, how would the positions be funded. Mr. F. Thomas answered the positions were 83% reimbursable by the State. Robert Phelps, Commissioner of DSS, added he had also transferred funds within his budget to cover the cost of these three positions. Joan Sady, Clerk of the Board, noted the transfers would not be completed until January of 2008.

Mr. Phelps provided some background information with regard to the creation of these positions. He advised that the Social Services Committee had approved the request to create these positions during the budget process; however, he said, subsequent to that meeting, the requests were removed from the 2008 budget. He added that the Social Services Committee unanimously supported this request. He stated that upon review

of the needs in the Division of Child Protective Services, where a Caseworker was supposed to be assigned twelve cases; however, he said, due to the lack of staff, they were currently carrying forty caseloads a piece. Mr. Phelps provided the Committee members with a justification of need for these positions, a copy of which is on file with the minutes.

Mr. F. Thomas reminded the Committee members that these positions dealt with cases involving the children of this community. Mr. Geraghty added that Mr. Phelps had said that the overtime within the Division could be reduced by creating these positions, and alternating the work schedules. Mr. Phelps agreed that there was a potential to save in overtime costs and advised he was looking at that possibility more closely.

Mr. Phelps distributed additional information packets to the Committee members regarding the need for these positions, a copy of the packet is on file with the minutes. He noted that the packet included a proposed structure for the Child Protective Services (CPS) Unit, which he reviewed in detail. He stated that Washington County had recently adopted the proposed structure for their CPS Unit and were able to get their caseloads under control as a result of that action. He added that the number of reports being filed that required investigation were consistently increasing.

Mr. Payne clarified during the budget process, one Caseworker and two Caseworker Assistants that had been requested were removed from the 2008 budget, not the positions Mr. Phelps was requesting now.

Mr. Kenny said he was supportive of the requests; however, he added, he would like to see a reduction in overtime in the CPS Unit. Mr. Phelps advised they would make every effort to reduce the overtime. Doug Herschleb, Director of Services, explained most of the overtime in CPS was a direct result of the mandated on-call overtime. Mr. Stec suggested that the best way to reduce the overtime would be to implement shift work, such as a noon to 8:00 p.m. shift which would cover the time that most calls were received.

Mr. Payne recommended that when Mr. Phelps began interviewing for these positions, he would need to advise the candidates that they could be working on a flex schedule, whether it be 3:00 p.m. until 11:00 p.m. or weekends. Mr. Phelps questioned if that would require amending the current CSEA contract relative to the hours of work for employees of Warren County and Mr. Payne replied there were other facilities within the County that operated twenty-four hours a day, seven days a week.

Discussion ensued.

Mr. F. Thomas amended his motion to include that flex scheduling be incorporated into the CPS Unit. Mr. Kenny amended his second to the motion.

Paul Dusek, County Attorney, advised he would need to review the Union Agreement to determine if flex scheduling would be possible.

Mr. Haskell asked Rich Kelly, Personnel Officer, if he had any information that would be helpful with regard to implementing different work shifts. Mr. Kelly explained this situation had been addressed within the Public Health Department. In that situation, he said, it was arranged so that the nurses days off were Monday and Tuesday and new employees were advised of that prior to beginning employment. He added that they had also altered the shift with the shift differential to meet the needs. He stated that the most important part was that when a person was hired they needed to be advised of the terms and conditions with the revised work hours. Mr. Dusek said he would need to meet with the Union to discuss this further; however, he added, he did not foresee any problems with it.

Mr. Dusek recommended, as was suggested by Mr. Phelps, that an analysis be done of not only the CPS workers, but also all of the Social Workers that were in overtime scenarios, in order to determine where the overtime hours were occurring to figure out what shifts should be implemented.

Mr. Payne reiterated that the request was to create these positions, but the filling of the positions could not be done until January 2008 due to the impact it would have on the 2008 budget.

Mr. Dusek added that the first step should be to complete the Department analysis to determine where the additional hours were needed. Mr. Phelps apprised he had completed an analysis of the cost of twenty-four hour shift work for CPS versus the costs of overtime and the overtime costs were less than the shift work.

Mr. Haskell asked for clarification as to what the request before the Committee was and Mrs. Sady responded the request was to create the three positions. She further explained if the request was approved, Mr. Phelps would need to return to the Social Services Committee in January and request approval to fill the positions. Approval of the request today, she said, would put these positions into the Table of Organization for 2008.

Mr. Gabriels clarified that approval of this request would create the three positions with an analysis of flex time, as well as legal research to determine Union contract provisions on flex time.

Following discussions, Mr. Gabriels called the question and the motion was carried unanimously to approve Items 4A through C as outlined above. The necessary resolution was authorized for the January 3, 2008 Organization Meeting.

Returning to the Agenda review, Mr. Gabriels apprised Items 5A and B were referrals from the Support Services Committee. Item 5A, he said, was a referral from the Clerk of Legislative Board, requesting to fill the vacant position of Legislative Office Specialist, base salary of \$30,667, Employee No. 10980, due to promotion, effective January 1, 2008.

Motion was made by Mr. Haskell and seconded by Mr. Belden to approve the request as presented.

Mr. Belden questioned if this was a current vacancy and Mrs. Sady replied affirmatively. She added that she had another employee that would be retiring in January 2008 and she also has had a vacant position within the Office for most of 2007 that had not been filled. She noted she would be filling that vacant position with a promotion from within and would not be filling the position that would be vacated due to retirement.

Mr. Gabriels called the question and the motion was carried unanimously to approve Item 5A as outlined above. The necessary resolution was authorized for the January 3, 2008 Organization Meeting.

Mr. Gabriels expounded Item 5B was a referral from the Purchasing Department, requesting to decrease the salary of the Deputy Purchasing Agent from the former base salary of \$37,500 to the current base salary of \$34,420, effective January 1, 2008 through March 1, 2008; thereby amending the 2008 Salary Schedule.

Motion was made by Mr. Belden and seconded by Mr. Haskell to approve the request as presented.

Mr. Belden asked why this request was being presented. Julie Pacyna, Purchasing Agent, explained the increase in salary could not take effect until March 1, 2008 because that was when the employee's probationary period would end. She said it was inadvertently included in the 2008 budget to be effective for January 1, 2008; therefore, she added, the budget needed to be amended to reflect that the increase would not be effective until March 1, 2008.

Following discussion, Mr. Gabriels called the question and the motion was carried unanimously to approve Item 5B as outlined above. The necessary resolution was authorized for the January 3, 2008 Organization Meeting.

Mr. Gabriels advised Item 6 was a request from Sheriff Cleveland to address the Committee regarding a pay increase for part-time employees.

Sheriff Cleveland stated that when the upgrades were done for the percent raises, it was included in the 2008 budget to give those raises to the non-bargaining unit employees. He added that the Sheriff's Office had an agreement in place with the County which covered the years 2005 through 2007. He said that Mr. Payne had discussed with him the idea of updating that agreement to provide those raises for not

only the non-bargaining unit employees but also for all of the hourly and part-time employees. He noted he had included in the Agenda a summary outlining the request, a copy of which is on file with the minutes. Sheriff Cleveland reviewed the summary in detail with the Committee members.

Mr. Dusek added that the health insurance would also need to be matched up with what the CSEA had and the right to change those insurance provisions needed to be included in the agreement.

Mr. Gabriels questioned if a resolution would be necessary to implement those provisions and Sheriff Cleveland advised that in 2004 the Board of Supervisors passed a resolution which adopted the personnel policies and rules of the non-bargaining employees in the Sheriff's Office and as such, another resolution should be adopted.

Motion was made by Mr. Kenny, seconded by Mr. Belden and carried unanimously to update the agreement as outlined above, including the health insurance changes. The necessary resolution was authorized for the January 3, 2008 Organization Meeting.

Mr. Gabriels said Item 7 was a request from Todd Lunt, Director of Human Resources, to address the Committee to provide a follow-up on the Health & Wellness Fair that was held in November.

Mr. Lunt apprised the Health & Wellness Fair was a great success with over one hundred-thirty employees screened for diabetes and cholesterol.

Concluding the Agenda review, Mr. Gabriels stated Item 8 was a request from Paul Dusek, County Attorney, to address the Committee to provide an update on the PBA (Police Benevolent Association) Negotiations.

Mr. Dusek requested an executive session to discuss negotiations, as well as the employment history of a particular person.

Motion was made by Mr. Haskell, seconded by Mr. Belden and carried unanimously that executive session be declared pursuant to Sections 105 (e) and (f) of the Public Officers Law.

Executive session was declared from 9:57 a.m. to 10:41 a.m.

Committee reconvened. Mr. Gabriels advised no action was necessary pursuant to the executive session.

Prior to adjournment, many Supervisors extended their appreciation to Mr. Gabriels for Chairing the Personnel/Human Resources Committee over the past few years and wished him well in his future endeavors.

December 12, 2007

There being no further business to come before the Committee, on motion by Mr. Stec and seconded by Mr. Belden, Mr. Gabriels adjourned the meeting at 10:42 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk